

Computer Technology  
Word Processing Assignment 2

# Proofreader Marks Key

Capitalize	≡	Insert Apostrophe Or Comma	^ ,
Close Up	◻	New Paragraph	¶
Delete	↵	Align (Left, Right, Up, Down)	[ ]    ⊏ ⊐
Transpose	↻	Add Period	⊙
Insert	^	Check Spelling	○
Insert Space	↵ #	Spell out	sp
Set in Lowercase	↵ lc	Delete Space	↵ #
No Change	stet		




# Computer Technology

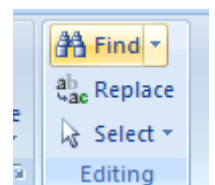
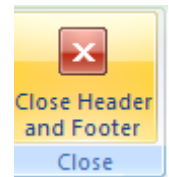
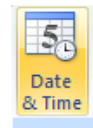
## Word Processing Assignment 3

Microsoft Office 2007

### Basic Word Processing Functions

Directions: Follow the instructions exactly in order to complete this assignment correctly.

1. Go to the Computer Technology folder. Click on Student Common, Computer Technology, Word Processing. Open the file *Monopoly*.
2. Go to the Page Layout ribbon, and choose Orientation from the page setup section. Choose Portrait.
  - a. Click on Margins and choose "Normal" from the pull down menu.
3. **Add a Header.** Create a header with your name on the left and date on the right.
  - a. Go to the Insert Ribbon and choose Header from the Header & Footer section. Choose Blank Three Columns from the list. Where it says "type text" type in your name, in the center your period, and on the right, the date. (to type the date, just click on the date & time button and choose the format you prefer.)
  - b. Make sure you click on the Close Header and Footer button to exit this mode.
4. **Add a Title.** Place the cursor at the beginning of the document and press enter once. Go back to the first line of the page. Type "The Game of Monopoly." Press return once.
  - a. Highlight the title by placing the cursor at the beginning of the word and holding down the left mouse button as you drag the mouse across the word.
  - b. Center the title by pressing the  button. Be sure you have highlighted the word first, or your entire document will be centered!
5. **Change the font and font size.** The font is different throughout the document. Make it all in Times New Roman. Change the font of the title and the size.
  - a. Highlight the entire paragraph. (Not the title).
  - b. Change the font size to 12. Change the font to Times New Roman. Press ok.
  - c. Highlight the title. Change the font to Hobo. Change the size to 18.
6. **Change the line spacing.** Double-space the document.
  - a. Highlight the entire document.
  - b. Press CTRL+2.
  - c. OR, click on the paragraph border dialog box button and choose Double from under the "spacing" section of the window.
7. **Use the "find" feature.** Find the sentence "Over 200 million..."
  - a. In the Home ribbon, click on Find in the far right corner. In the box, enter "Over 200 million"
  - b. The cursor will skip to this part of the document. Press cancel.
8. **Create Bullets.**
  - a. With the cursor at the beginning of the sentence "over 200 million," press ENTER.

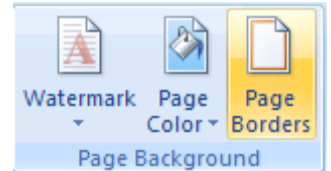




- b. Click on the bullets button button on the Home ribbon.
- c. Place your cursor at the beginning of the next sentence, “More than five billion...” Press enter. Watch the bullet enter automatically.
- d. Create bullets the beginning of the following sentences:
  - i. “A set made by people...”
  - ii. “The longest game in history...”
  - iii. “The longest game in the bathtub...”
- e. Place the cursor at the beginning of the sentence that reads “The Monopoly game...” Press ENTER and then BACKSPACE three times.

9. **Add a border.**

- a. On the Page Layout ribbon, click on the page border button.
- b. Go to *Format, Borders and Shading*. Click on the PAGE BORDER tab.
- c. Choose a line border from the list. You may change the color and size if you want. Press ok.



10. **Download a graphic and insert as watermark.**

- a. Using Google Images, find an appropriate graphic that is related to Monopoly to use as a watermark.
- b. Place your mouse over the graphic and right click. A menu will pop up. Click on *save picture as*. Save this picture My Pictures.
- c. Now choose Watermark from the page background section. At the bottom, choose Custom Watermark.
- d. Click on Picture Watermark, then Select Picture. Find the picture you saved in you’re My Pictures folder and press Insert.
- e. Now press APPLY, not ok. If the watermark is too dark or too light, experiment with the options available, such as changing it to washout, or changing the scale. Make sure that the picture is light enough that you can easily read the words. You will miss points if your watermark is really dark.
- f. Click ok again. The watermark should appear on your page.



11. **Print.** Go to the Office Button and choose Print from the list. Print to the color printer and turn into the basket.



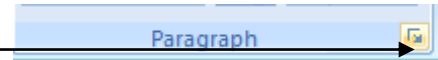
# Computer Technology

## Word Processing Assignment 4

Microsoft Office 2007

### Learning the Tab Key

To set your tabs, go to the Home ribbon, click on the paragraph launcher, and choose Tabs from the bottom of the menu.



#### Assignment 4A

Set a left tab at 3"

Tab, then key: Left Tab

DS

Set a center tab at 3"

Tab, then key: Center Tab

DS

Set a right tab at 3"

Tab, then key: Right Tab

DS

Set a decimal tab at 3"

Tab, then key: Decimal.Tab

DS

Set a left tab with a dot leader at 3"

Tab, then key: Left Tab, Dot Leader

DS

Set a center tab with a dot leader at 3"

Tab, then key: Center Tab, Dot Leader

DS

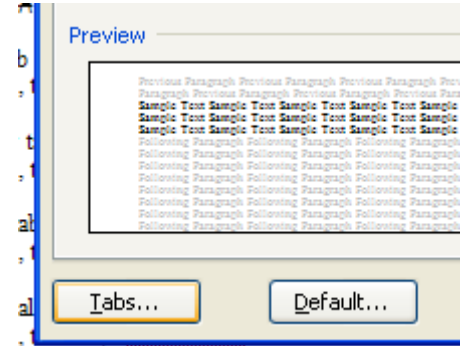
Set a right tab with a dot leader at 3"

Tab, then key: Right Tab, Dot Leader

DS

Set a decimal tab with dot leader at 3"

Tab, then key: Decimal. Tab, Dot Leader




#### Assignment 4B

Press enter twice before beginning Assignment 3B.

BE SURE TO CLEAR ALL TABS FROM THE PREVIOUS ASSIGNMENT BEFORE BEGINNING THIS ONE.

Set a left tab at 1.5 inches

Set a right tab with dot leaders at 4.5 inches

Use the **B** icon on the toolbar to bold the heading. Use the  icon to center the title.

### “I LOVE YOU” IN VARIOUS LANGUAGES

#### Language.....Translation

Danish .....	Jeg elsker dig
Filipino.....	Mahal ka ta
French .....	je t'aime
Hopi.....	Nu' umi unangwa'ta
Spanish.....	Te amo
Yiddish.....	Ich libe dich

#### Assignment 4C

Press enter twice before beginning Assignment 3C.

Clear all existing tabs. Set the following tabs:

Left tab at 1 inch

Right tab with dot leaders at 3 inches

Center tab at 4.5 inches

Decimal tab at 6 inches

Key the following information:

Last .....	First	Locations	Amount
Duck .....	Daffy	Looney Toons	\$13.25
Flintstone.....	Fred	Bedrock	\$118.50
Bird .....	Big	Sesame Street	\$50.00
Mouse.....	Mickey	Disneyland	\$2000.75
Bear .....	Yogi	Jellystone Park	\$7.00

# Computer Technology

## Word Processing Assignment 5

### Letters – Block and Modified Block

*In order to return without a double space, press Ctrl+Enter.*

#### Letter A

Please key the following letter in **block format** with **open** punctuation.

June 3, 2006 | Dwight Eastwick, Office Manager | 4 Privet Drive | Surrey, MS 78452-89651 | Dear Mr. Eastwick | DESKTOP PUBLISHING SEMINAR |

Attached is the brochure describing the desktop publishing seminar that I spoke about with you last week. The charge for attending the seminar is \$195.

Since no one in the office currently has experience with desktop publishing, I believe the benefits of my attending such a seminar far outweigh the costs involved. Attending this seminar will allow me to use more productively the desktop publishing package that was purchased last spring. I will be happy to share with others what I learn from the seminar.

Registration forms need to be submitted by June 20 to avoid a late registration fee.

Sincerely | Sue A. Buckner | Document Processing Center | xx | Attachment

#### Letter B

Please key the following letter in **modified block** format with **mixed** punctuation.

March 23, 2006 | Mr. and Mrs. Felipe Devereaux | 310 Hampshire Ln. | Stamford, CT 06905-7329 | Dear Mr. and Mrs. Devereaux | CRUISE INFORMATION

A folder with the specific information on Caribbean cruise options is being mailed to you today. As I mentioned to you during our phone conversation, the Caribbean cruise is one of our most popular vacation packages during this time of the year.

Information on one-week cruises to Hawaii and the Virgin Islands—two other popular winter vacation spots—is included in the mailing. If you book within the next week or so, I don't think you will experience any difficulties in making reservation on any of the three cruises.

After you have had an opportunity to review these materials, call us; we will be happy to handle all details of the cruise. If you have additional questions about any of the options, let us know.

Sincerely yours | Ms. Madeline St. Claire | Travel Agent | xx

## MODIFIED BLOCK, MIXED PUNCTUATION



press return to  
2" down

March 16, 2006

QS

Mr. John Hudson  
Hudson's Floor Wax  
45 Slippery Way  
Jeppson, MS 60611-2201

DS

Mr. John Hudson: *For mixed punctuation, put a ":"  
after the salutation.*

DS

My eyes are fully open to my awful situation, so I'm writing you a letter to demand an explanation. When the floor wax that we bought from you arrived here Monday morning, we discovered upon usage that the fumes should have a warning.

DS

Do not tab  
in with  
each new  
paragraph.

DS

between  
each para-  
graph.

Since the only possibility is that your wax is rancid, I request a full refund of all the money we advanced. And unless you can convince me you've improved the floor wax batter, then we'll take our business elsewhere, so I hope you solve this matter.

DS

Enclosed you'll find a small container of the stuff I talk about. Just carefully remove the lid and take a whiff if you've a doubt. I'm sure you wouldn't want me to alert the daily papers with the news of how our office was affected by your vapors.

DS

Which is why I choose to write to you a confidential letter, full of strong recommendation that you make your floor wax better. I just hope it won't require us to have our floor re-laid—and if it does you may expect a bill.

DS

*For mixed, put a comma after  
complimentary close.*

In MODIFIED BLOCK, use  
the TAB key to center the  
complimentary close and  
signature to center of page.  
**DO NOT USE CENTER  
BUTTON.**

If the typist is NOT the  
writer, then they must  
initial the document.

Sincerely,

QS

*Trevor Grayden*

Trevor Grayden

*Quadruple space after the  
complimentary close, leaving  
space for the writer to sign  
their name. Then spell out the  
name so the reader knows  
who it is from. If the writer  
has a title, place that beneath  
their name.*

mn

Enclosures and initials stay on left margin

Enclosure

## BLOCK, OPEN PUNCTUATION



Press return to 2" down

October 13, 2004

Margie Smart  
123 Aybecee Street  
San Francisco, CA 84785

*For open punctuation, there is NO  
punctuation after the salutation and  
complementary close.*

Dear Ms. Smart

COMPLAINT ABOUT OUR PRODUCT

*This is a subject line. Subject lines are in ALL CAPS,  
with DS before and after it.*

Thank you for your concern about how our soap might kill small children if applied to delicate skin. We are glad that you have the "smarts" the notice this little default in our product, and the guts to actually write us about it.

Though the idea was vetoed at our product's first meeting, we have decided that, because of your thoughtful letter, and because the customers might figure out what money-grubbing jerks we are, we will now include a label of warning which shall read as follows: "Product may cause children's skin to molt and fall off, leaving bloody scars that cannot be removed, even with the strongest lasers."

The new boxes are being produced right now, and should be out by next year. Thank you for not suing us over the death of your child, and we are sending a new-born with this letter to reimburse you for your loss.

Thank you for using Like-it-a-lot Soap.

Sincerely

*Elmira Woods*

*in Block format, everything stays on the  
left margin. Don't tab anything in.*

Elmira Woods  
Vice President

mn

Enclosure



# Computer Technology

## Word Processing Assignment 6

### Letter C

Please write the following letter in **modified block**, **open punctuation**.

April 15, 2006 | UHEAA | PO Box 271669 | Salt Lake City, UT 84127-1669 | To Whom it May Concern | Sincerely | Your Name | Enclosure |

I apologize for the lateness of my payment. I did send out a payment on time on June 3, but that check along with two others I sent that day were either misplaced by the Post Office, or stolen. I have since had account fraud and had to close my original account this morning. I trust that this will not affect my account here, and I will not be charged any late fees.

The check I am sending you is a temporary check from my new account. If for any reason there is difficulty cashing it, please let me know.

I would like to pay my bills online with automatic payments from here on out, and will register online as soon as possible. In this way I hope to ensure my payments are on time and not tampered with. Thank you for your support and understanding in this manner.

### Letter D

Please type the following letter in **block**, with **mixed punctuation**.

May 12, 2003 | Sam Abbott | 844 N. 900 E. | Logan, UT 84321 | Sincerely | Your Name | Enclosure|

Enclosed is a check for \$50.00, which is half of the \$100.00 I owe for this summer's utility bill. As I have not heard from you since signing the contract, I can only assume that this amount has not changed and that I am not mistaken. I will pay the second half of the bill next month with my next paycheck.

With this payment, I would like to remind you of the request that I and my roommates have to have things fixed around the house, a list of which we have in our possession to give you when next you come by.

If I do not hear from you within the next week I will contact you again, and give you our new phone number which is not yet connected. We are really enjoying the house a great deal! Thank you so much for your compliance.

## Letter E

Please write this letter in **modified block, open punctuation**.

You are from the company called Tradewhirl.com. Your company provides various products like hats, shoes, t-shirts, etc to those who order them online. Create a letter from your company to a customer thanking them for their business. This customer is a new customer, and you would like to see them shop at your store again. Your letter must include:

- At least three paragraphs
- Proper format
- A date
- Customer name and address (you can make this up)
- Product the customer purchased
- Close with your name and title (Retail Manager).

## Letter F

Please type this letter in **block, with mixed punctuation**.

You work for the Pasedena Music School. You are sending out a promotional letter to persuade people to sign up for classes at your school. You can end your letter with the suggestion that, if they are interested, they may contact you and/or request a brochure. Your letter must include:


- At least three paragraphs
- Proper format
- A date
- A customer name and address (you can make this up)
- Reasons why the customer should choose to send their children to your school.
- Mention the end of year recital “Music with a Difference”
- A way to contact you—your name and a false address and phone number.

# Computer Technology

## Word Processing Assignment 7

### Resumes

Imagine that you are applying for a job when you are just out of high school. Choose the job that you wish to apply for, and create your resume, tailored to that job. Your resume must be “perfect” in order to make a good impression on an employer. Remember these points:

- ☐ Resumes must be a **full** page and **only** one page.
  - ☐ Resumes must have **no** spelling errors
1. Study the resume on the next page
  2. Key in a one-page resume listing information about yourself.
  3. You may use bullets using the  icon on your toolbar. You may also use lines (no graphics) by clicking on the Page Border button in the Page Layout tab, and choosing the Horizontal Lines button at the bottom of the menu. Choose lines that are simple and not too distracting.
  4. *Objective:* Create an objective that fits the job you are trying for. It only need be one sentence long.
  5. *Education:* Always list most recent first. Begin with the high school you intend to attend, and then Elk Ridge Middle. Follow the format on the example.
  6. *Awards Received* (academic, sports, activities, community, church)
  7. *Work Experience* (always list the most recent first—babysitting, lawn care, etc.)
  8. *Volunteer Experience* (omit if you have performed none.)
  9. *Interests and activities* (list a few—name clubs and/or organizations.)
  10. *References* (must have 3)  
These are people who would vouch for your character—people whom you would have asked to allow the prospective employer to contact to ask about your abilities and reputation. They will be teachers, employers, coaches, church leaders, etc. **NO RELATIVES!**  
You must list the name, title or place of employment, street address, city, state, zip code, and telephone number.
  11. This resume must fit one page. Margins may be changed to accommodate this by selecting Margins from the Page Layout tab and adjusting them to the needed size.
  12. Spell check, preview, save and print. Hand into the basket.

THIS ASSIGNMENT MUST BE PERFECT SO YOU MAY BE ASKED TO REPRINT A ROUGH DRAFT. YOU WOULD NEVER SEND A RESUME WHICH CONTAINS ERRORS!

“You never get a second chance to make a first impression!”



# Ethan VanKatwyk

89 S. 1500 E.  
Salt Lake City, UT 84119  
(801) 555-7901

**Objective:** To work in an environment that is challenging and utilizes the skills I have to offer.

## **Skills & Abilities**

- Typing speed of 60 WPM
- Leadership skills – On student council for three years
- Proficient in Microsoft Word, Excel, and Power Point
- Experience answering phones in a professional environment, handling multiple lines
- Well developed writing skills – on school newspaper staff for two years

## **Education**

Elk Ridge Middle School – South Jordan, UT – 2005 – 2008 – Currently enrolled. 3.8 GPA  
Plans to attend Bingham High and Utah State University.

## **Volunteer Experience**

- Volunteer to help build the Wild West Jordan playground in 2004.
- Volunteer for Children's Services in 2006, babysitting

## **Awards Received**

- Reflections, 2006 – Art Award
- Student of the Day, 2005
- Student of the Month, 2007
- Currently earning my Eagle Scout

## **Experience**

**Cashier:** Wal-Mart, South Jordan, UT (September 2007 – Current) Rang up customers, scanned items, knowledge of cashiering and handling money required. Good customer service skills and punctuality required.

**Babysitting:** Various families, South Jordan, UT (2004-Current) Babysitting many different families over the course of several years. Requires responsibility, knowledge of CPR and First Aide. Ability to handle stressful situations and be creative.

**Mowing Lawns:** Various locations, South Jordan, UT (2002 – Current) Spent summers mowing lawns for years with my brothers and my father. Requires salesman skills in order to obtain new clients, manual strength and an eye for detail.

## **References**

Margaret McAdams  
Supervisor – Wal-Mart  
South Jordan, UT  
(801) 555-8512

Mr. & Mrs. Mollier  
Babysitting Family  
South Jordan, UT  
(801) 555-8011

Gary Conde  
Lawn Mowing Family  
West Jordan, UT  
(801) 555-1024

# Computer Technology

## Word Processing Assignment 8

### Letter of Application

You are out of college and applying for your dream job. You are writing an application letter along with your resume, in hopes that you will stand out among all the other applicants. Answer these questions to yourself before beginning the assignment:

- Where did you graduate from? It can be a university, a trade school, or a specialized program.
- What did you major in?
- What job are you applying for, and where is it?
- What jobs have you already worked?

What you write is fictional, but base it in reality. Choose something you would actually like to do. Choose a real job that requires education.

1. Study the letter on the other side of this sheet.
2. Create a simple letterhead for yourself as illustrated on the sample letter
  - a. Change the font style and size. Keep it simple and professional.
3. Compose a one-page letter.
  - a. Use a block format and open punctuation
  - b. Use 12 pt font (stick to Times New Roman or Arial—you want it to look professional.)
4. Follow these instructions:

Date: Use current date

Letter Address: Please include a letter address that you make up, to a fictional person.

Paragraph 1: State the position in which you are interested. State the position you have now.

Paragraph 2: State what qualifications you have—what you can contribute to the company. Why should they hire *you*?

Paragraph 3: Ask for an interview and note that your resume is enclosed.

Complimentary

Closing: Sincerely or Sincerely yours

Writer's ID: Your name

Notation: Enclosure
5. Proofread, spell check and view the document. Be certain it is neatly positioned on the page. You may add space above and/or below the date or after the complimentary closing. Save and print.
6. Sign your name between sincerely and writer's ID.



Joanna Student  
111 Morningside Drive  
Perry, UT 84302

September 5, 2003

Ms. Jennifer Christensen  
Human Services Department  
Jazzworld Travel Agency  
3303 Pioneer Avenue  
Salt Lake City, UT 84560

EXAMPLE

Dear Ms. Christensen

I am interested in becoming a travel agent for the Jazzworld Travel Agency. Currently I am attending the 9<sup>th</sup> grade at Box Elder Middle School in Brigham City, Utah.

As a travel agent I would bring positive energy and new ideas. I would bring my knowledge and experience from classes I have taken and am taking this trimester. They include geography, German, history, Word Processing 1 and Computer Technology learning the Microsoft programs.

Please review my resume and I will contact you in a few days to arrange an interview at a convenient time for you.

Sincerely yours

A handwritten signature in cursive script that reads "Joanna Student". The signature is written in dark ink and is positioned above the printed name.

Joanna Student

Enclosure

# Computer Technology

## Word Processing Assignment 9

### Memos

Memos are designed for *interoffice* communication. In other words, they are like “notes” from one co-worker to another. They do not need addresses because they go from one department to another. Today, memos are quickly being replaced by e-mail. *Remember, if you want to have no blank line between your lines, press CTRL+Enter.*

Example:

#### Memorandum

TO: Computer Technology Class Members

FROM: Your Name

DATE: Insert Today’s Date

SUBJECT: Standard Memo Format

I am learning to format memos. Memos (Memorandums) are written messages used to communicate informally with another person *within* the same organization.

In standard memo format, all lines begin at the left margin, including the heading. Double-space between all memo parts.

### Assignment

**You’ve all written notes in school. Here’s a chance to write a memo to a friend! You will actually print this assignment and give it to your friend after it’s been graded!**

- Your memo must be written with the format demonstrated above. Include today’s date, your friend’s actual name, and a subject.
- SUBJECT: You must come up with a subject for this memo—it can’t be like the notes you normally write (Hey what’s up? I’m bored in class. Oh my gosh, \_\_\_\_\_ is *so* lame...) Please have an actual question or concern you are writing about.
- Your memo can be short, but it must be at least four sentences long. It must be written in *proper business language*.

# Computer Technology

## Word Processing Assignment 10

### Creating Tables in a Memo

You are the secretary to the Harris Communications—a Marketing company interested in training their employees further on the functions of computers and marketing. You will be sending out a memo informing the staff of the schedule for the Expanded Learning Conference held on March 16-18. You will use a table to do it. When you are finished, the table should look like the example provided.

Create a memo that is to Harris Communications Personal from President Harris. Put the date as February 3, 2006. The subject is Expanded Learning Conference. For the memo, write the following:

As you all know, the Expanded Learning Conference will be held in Spokane on March 16-18. All personal is required to attend the three-day conference. Hotel accommodations will be provided, and details given at a later date. You will find below a table with the schedule for the conference. Please be prepared to attend all classes offered.

### Creating the Table

1. After typing the above paragraph, press return a few times. Then go to the Insert Ribbon and choose tables. Create a table that is 4 columns and 12 rows.
2. In the first row, highlight across all four rows and right click on the highlighted area. Choose Merge Cells. Then type the title as show below. Make sure you make the title larger than the dates. You may choose a font, put please choose one that is professional.
3. In the next row, skip the first column, then type the Monday, Tuesday and Wednesday in the last three column headings. Then the times down the left side. When typing the times, you will need to use the SPACEBAR to make sure all the hours line up evenly.
4. Highlight the whole table except the time column and press the Center button.
5. Next, highlight the second row and the right click on the highlighted area. Choose Borders and Shading from the list.
  - a. A pop-up box will appear. Press on the *Shading* tab. Choose on of the grey shades that is not too dark.
  - b. Next highlight the first column with all the times, and do the same thing—make sure you choose the same shade of grey.
6. Key in the rest of the table as shown. You will need to merge cells often for each class. Make sure you bold the titles of the classes being offered.
  - a. Make sure the Monday Tuesday and Wednesday are size 14 font, while the rest of the document is size 12.
7. Ensure the entire document fits on one page and print.



# Harris Communications Expanded Learning Schedule

March 16 – 18, 2006

	Monday	Tuesday	Wednesday
8:00 a.m.	<b>Orientation</b>	<b>Excel 2</b>	<b>Excel 3</b>
9:00 a.m.	Carl Smith	Gloria White	Gloria White
10:00 a.m.	<b>Marketing 1</b>	<b>Marketing 2</b>	<b>Marketing 3</b>
11:00 a.m.	Angela VanKatwyk	Angela VanKatwyk	William Worthen
12:00 p.m.			
1:00 p.m.	LUNCH	LUNCH	LUNCH
2:00 p.m.	<b>Excel 1</b>	<b>Word 2</b>	<b>Word 3</b>
3:00 p.m.	Gloria White	Gary Elmer	Gary Elmer
4:00 p.m.	<b>Word 1</b>	<b>Upsell!</b>	Goodbye Dinner
5:00 p.m.	Gary Elmer	Wynona Wild	

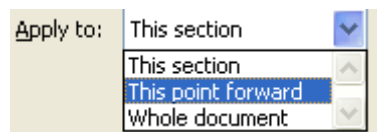


## Computer Technology Word Processing Assignment 11

### Newsletters

Your assignment is to prepare a newsletter about your family and your interests. You will need to compile some information which you can edit and type as desktop publishing in preparing an interesting and attractive newsletter. **This will be graded for perfection—no spelling errors!**

1. Format the left and right margins at .5 and the top and bottom margins at .3. You will need to go to the Page Layout ribbon, and choose Custom Margins from the Margins section.
2. Key in the title of your newsletter. Press return once. DO NOT CHANGE FORMATTING YET.
3. Format your paper into three columns by choosing the Columns button, then go to More Columns. Choose three columns, and the select *This point forward* from the apply to: pull down menu, as shown.
4. Now go back and change the font and size of your title. Font must be readable and no bigger than 30 pt font.
5. Key in information that will fill all three columns. Use a 12-14 pt font. Information must be applicable and true, and may be about family, hobbies, interests, etc. You may write about all these subjects if you insert a *subtitle* in your newsletter. Subtitles must be no more than a 14 pt font and the font must match your title font.
6. Add three graphics in the letterhead off the internet. Size them *small*.
7. Create a Footer (Insert ribbon) with your name, period and date at the bottom.
8. Spell check, proofread, preview—the newsletter must fill the page.
9. Save and print.



# Computer Technology

## Word Processing Assignment 12

### Reports

1. Go to Student Common/Computer Technology/Word Processing and open the file “Report—Johnny”
2. Read report below. It is formatted correctly according to the reports rules. This will help you reformat the report you have pulled up.
3. Anything RED is an instruction that should be performed, and then DELETE THE RED WRITING.
4. Keep in mind the three types of report headings

#### LEVEL 1 – Secondary Heading

##### Secondary Heading

Secondary headings are centered, with a blank line above and below. It’s the main topic—there are usually only one or two in a report.

#### LEVEL 2 – Side Heading

##### Side Heading


Side headings are a subdivision of your secondary heading. They line up on the left margin and are underlined.

#### LEVEL 3 – Paragraph Heading

##### Paragraph Heading.

A paragraph heading is a subdivision of a side heading. They are tabbed in, underlined, have a period after the heading, and it is *part of the paragraph*.

Here is some more notes about reports:

- Reports are double spaced. Highlight the document and press CTRL+2. If there is a section that is a quote, the quote is in italics, and is single spaced. (CTRL +1)
- If a report is BOUND, then the margins are 1.5 on the left, and 1” on bottom, right, and top. If is UNBOUND, then it is 1” margins all the way around.
- Reports are numbered. Go to Insert, Page Number. Choose where to put the number. You also want to suppress the numbering on the first page. To do this, check the “Different First Page” box after you have inserted the numbering.
- The Reference section: REFERENCE should be centered and in all caps. Each reference should have a hanging indent—meaning you press the  button on the second line, so that the second line is tabbed in but the first isn’t.

## TITLE

### Subtitle

### Byline

The title or main heading of a report is typed in all capitals and is centered. It is followed by a quadruple space if there is no subtitle. A subtitle or subheading is centered a double space below the title in initial caps and is followed by a quadruple space if there is no byline. A byline gives the name of the writer. The byline is centered in initial caps a double space below the subtitle and is followed by a quadruple space.

### Secondary Heading in Body of Report

Secondary headings in the body of the report are centered and preceded and followed by a double space. Main words are capitalized.

### Side Headings

Side headings are underlined and typed at the left margin. Main words are capitalized. Side headings are preceded and followed by a double space. Side headings are major subdivisions or major topics of a report.

Paragraph headings. Paragraph headings are underlined, indented, and followed by a period and the paragraph text. (A paragraph heading is part of the paragraph.) Only the first word is capitalized.

indented using the *hanging indent* feature. Double-space between references.

References are listed alphabetically by author last names.

Reference lists can also appear on a separate page. A separate REFERENCES page has the same top and side margins as the first page of a report, but also includes a page number.

## REFERENCES

Author's last name, first name. Title of Book. City of publication: Publisher, year of publication.

Author's last name, first name. "Title of Article." Magazine Name, date of publication, pages of article.

Author's last name, first name. "Article or Web Page Title," Web Site Title, URL, date of access.

avoided.

### Textual Citations

References are used to give credit to the source of information. Textual citations are references included in parentheses in the body of the report. Textual citations include the name of the author, the year of publication, and the page number of the material cited. (Name, year, page number)

### Reference List

The title of a reference list is centered in all caps and is preceded and followed by a quadruple space on the last page of the report body. References are singled spaced and



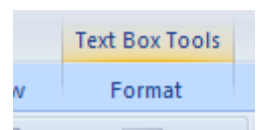
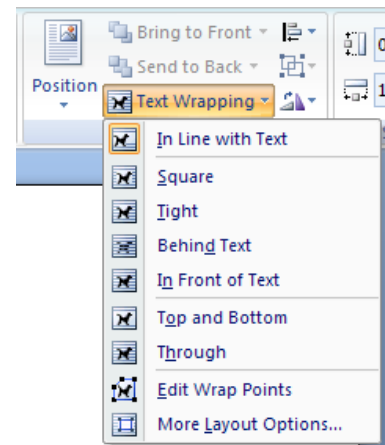
# Computer Technology

## Word Processing Assignment 13

### Desktop Publishing

Microsoft Word is not the ideal program for Desktop Publishing features, but there are many decorative features that can come in handy to make your documents more interesting and fun. Office 2007 has enhanced these features greatly!

1. Open up a blank document in Microsoft Word.
2. Go to the Page Layout ribbon.
  - a. Change the orientation to Landscape.
  - b. Change right, left, top and bottom margins to 2".  
You will need to do a custom margins to do this. DO NOT CHANGE GUTTER.
3. Add Word Art
  - a. Go to Insert menu and choose Word Art.
  - b. Choose one of options given that you like. Type in your first and last name, and change the font to whatever you like.
  - c. When you click ok, you will see there is now a new Word Art tools ribbon. Play with some of the features offered, such as the fill color, styles, shadow effect, etc.
  - d. CHANGE THE WRAP. With your Word Art highlighted, click on the Text Wrapping button on the far right side of the ribbon. Choose Tight from the list.
4. Use bullets to type your favorite hobbies.
  - a. Press enter a few times so your cursor is several lines below your word art.
  - b. Find the bullet button on your Home ribbon.
  - c. Pull the menu down and choose Define New Bullet from the list. Choose Picture.
  - d. From the new list, pick the bullet you like best and press ok until you are back to your screen.
  - e. After typing your first hobby, press return. Another bullet will appear. Enter at least three hobbies or interests. When you are finished, press enter twice and the bullets will discontinue.
5. Insert your favorite quote in a text box. There are two ways to do this. Mess around with both options until you find the one that you like.
  - a. OPTION 1
    - i. Go to the Insert Ribbon and choose Text Box. There are many different styles already in the computer that you can choose from. Select one from the list.
    - ii. You will see it appear on your paper. If you like it, type your quote where indicated. If not, do CTRL-Z and try again.
  - b. OPTION 2
    - i. Begin by typing your favorite quote
    - ii. Next, highlight your quote and click on Text Box from the Insert Ribbon. Choose Draw Text Box. You should have a new Text Box Tools ribbon. If you don't, click on the Text Box Tools box above format, as shown.



- iii. You have much more versatility now to choose your color, fill, 3-D options, etc.
6. Add an Art border.
  - a. Go to Page Layout, Page Borders. Choose Art from the bottom of the menu. Select a border. Feel free to change the color and size if possible.
7. Insert a horizontal line below your name.
  - a. Go to Page Layout, Page borders, and choose Horizontal Line from the menu. Choose the line you want and place it underneath your name.
8. Insert a graphic.
  - a. Go to the Insert ribbon and choose, Clip Art.
  - b. Type the subject you are looking for. Click the picture you want and it will enter your document.
  - c. You now have the picture tools ribbon available. Office 2007 has many new options for editing and arranging your pictures!
    - i. First, change the wrap to Tight or In Front of Text.
  - d. Next, try different picture styles, borders and effects until you feel that you are familiar with some of the new options.
  - e. Insert more pictures if you choose.
9. Print in color and turn in to the basket.

																			
																			
<hr/>																			
<ul style="list-style-type: none"><li><input type="checkbox"/> Biking</li><li><input type="checkbox"/> RollerBlading</li><li><input type="checkbox"/> Swimming</li><li><input type="checkbox"/> Mountain Climbing</li></ul>																			
<div style="border: 1px dashed black; padding: 5px; text-align: center;"><i>Your Favorite Quote</i></div>																			
																			

# Computer Technology

## Word Processing Assignment 14

### Review

Recreate this document. Use bold and italics as indicated. Change the font size of the title. Insert a graphic.

Set the following tabs for the appetizers and sandwiches sections.

- Left tab at ½ inch
- Decimal tab at 2 ½ inches
- Left tab at 4 inches
- Decimal tab at 6 inches

Set the following tabs for the beverages, and desserts sections.

- Center tab at 3.2 inches
- Right tab at 6 ½ inches

Use the font **IMPACT** at a size of **35**.

Pull the graphics from the Student Common file, under Word Processing.



## Sam's Subs



*All bread made fresh daily. Toppings available on each sandwich include cheese, lettuce, tomatoes, onions, pickles, olives, green peppers, cucumbers, sprouts, hot peppers, mustard, mayonnaise, relish and oil/vinegar.*

### APPETIZERS

Potato Skins	\$2.00
Nachos	\$2.50
Mozzarella Snacks	\$3.00
Cheese Toast	\$.75
Buffalo Wings	\$2.50
Fried Zucchini	\$2.00
Salad	\$1.75
Soup	\$1.50
Fruit Plate	\$1.75

### SANDWICHES

BLT	\$3.25
Roast Beef	\$3.50
Sam's Special	
(Turkey & Ham)	\$3.75
Steak and Cheese	\$3.75
Seafood	\$4.00
Elden Smelden	
(Spam and Sprouts)	\$5.00
Party Platter	\$25.00

### SIDE ORDERS

French Fries  
Tater Tots  
Onion Rings  
Potato Chips  
Corn Dog

### BEVERAGES

Coke  
Diet coke  
7-Up  
Mountain Dew  
Lemonade

### DESSERTS

Apple Pie  
Ice Cream  
Chocolate Cake  
Chocolate Chip Cookie  
Brownie



# 4<sup>TH</sup> OF JULY PICNIC PARTY!

Come on out and join the fun!

Glendale's favorite Water Buffalo Club is throwing a *major* picnic party at the community center! This is in memory of all the water buffalo's slaughtered all over the country. Come and support your rights as a citizen! Lots of fun activities for everyone!

- ◆ Face painting with Boffo the clown!
- ◆ Music by Grumpy Old Men, just back from tour!
- ◆ Romantic dancing in the gazebo!
- ◆ Barbeque in the pavilion
- ◆ Bring pot luck! The WBC will provide the meat.
- ◆ Water activities for kids—bring swim suits!
- ◆ Potato sack racing!

EVENTS		
Time	Activity	Needs
4:00 - 4:30	Introduction, Buffalo Ceremony	
4:30 - 5:00	Speech by Mayor Quimby	Pillows, blankets, and earplugs.
5:00 - 6:00	DINNER!	Barg bags
6:00 - 8:00	Music by Grumpy Old Men	Tomatoes, earplugs.
6:00 - 8:00	Activities for kids	Swim suits, first aide kits, kids
8:00 - 10:00	Clean up	Please say and help!

Thank you for supporting the Water Buffalo Club—they support you! And all those special and forgotten water buffalos out there!